

MEETING MINUTES

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| Project: | Manchester Memorial Elementary School | Project No: | MP17-114 |
| Subject: | School Building Committee Meeting | Meeting | 03/24/2020 |
| | | Date: | |
| Location: | Webex | Time: | 5:00 PM |
| Distribution: | Attendees, Project File | Prepared By: | R. Donner |

| Present | Name | Affiliation | Present | Name | Affiliation |
|---------|------------------|--------------------|---------|-----------------|-------------|
| | Caroline Weld * | SBC Co-Chair | ✓ | Jim LaPosta | JCJ |
| ✓ | Ann Cameron * | SBC Co-Chair | ✓ | Debi McDonald | ICI |
| ✓ | Pam Beaudoin * | Superintendent | ✓ | Lauren Braren | ICI |
| ✓ | Avi Urbas * | Dir. of Fin. & Ops | ✓ | Emily Czarnecki | ICI |
| ✓ | Alva Ingaharro * | Essex | | Dustin Lombardi | JCJ |
| | John Willis * | Principal MMES | ✓ | Mike Burton | DWMP |
| ✓ | Jason Waldron | Dir. of Facilities | ✓ | Chip Heitkamp | DWMP |
| ✓ | Andy Oldeman * | Man. Fin. Comm. | ✓ | Christina | DWMP |
| | Lisa O'Donnell * | Essex | ✓ | Rachel Donner | DWMP |
| ✓ | Remko Brueker | Manchester | | Ion Rich | WT Rich |
| | Adam Zaiger * | Manchester | | Alex Corbett | WT Rich |
| ✓ | Tyler Virden * | Essex | ✓ | Brian Paradee | WT Rich |
| ✓ | George Scharfe | Manchester | ✓ | Steve Kwiatek | Network |
| ✓ | Gordon | Manchester | | | |
| ✓ | Charlie Hay * | Essex | | | |
| ✓ | Sarah Creighton | Manchester | | | |
| ✓ | Maggie | Essex | | | |
| ✓ | Iake Foster * | Essex | | | |

* SBC Voting Member

| Item No. | Description | Action |
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| 54.1 | Call to Order: 5:04 pm meeting was called to order by SBC Co-Chair A. Cameron with 13 of 17 voting members in attendance. | Record |
| 54.2 | Previous Topics & Approval of February 25, 2020 Meeting Minutes: A motion to approve the 2/25/2020 meeting minutes as submitted made by A. Ingaharro and seconded by R. Brueker. Discussion: None. Abstentions: C. Hay. All in favor: Motion passes, minutes approved. | Record |
| 54.3 | <p>Covid-19 Update:</p> <p>B. Paradee provides the SBC with a Covid-19 update.</p> <p>B. Paradee shares that W.T. Rich and all subs are continuing to work on the job site. W.T. Rich wants to address any concerns that have been brought up and explain how they are continuing to go about daily work safely.</p> <ul style="list-style-type: none"> ○ W.T. Rich is coordinating work to keep separation on the exterior and interior of the building. Usually a trade group is given a specific area so there is limited contact between workers. W.T. Rich has sent several notices with general guidelines and precautions that need to be taken. Some examples are keeping you distance, do not shake hands, and have common courtesy for other workers on site. Wash stations have been set up on site along with Clorox wipes and Purell. The site is also being sprayed with a preventative agent to prevent the virus from sticking and all meetings are now remote for the most part. J. Foster asks how are construction workers considered essential employees? B. Paradee explains there was an order issued from the Governor yesterday that references a list of essential businesses. M. Burton shares the Governor clarified that construction is considered essential and further clarification will be distributed tomorrow. B. Paradee comments we are taking direction from the state. ○ B. Paradee shares there is an indefinite timeline for people who are sick until there is direction from the CDC. P. Beaudoin comments that with any positive Covid-19 case, there will be a notification and Manchester will track that time period. S. Creighton asks if there are any thoughts that school may not resume, and demo could potentially begin sooner? B. Paradee responds we are taking it week by week. If that were to happen, that would benefit phase 2 as it's already a tight timeline. M. Burton mentions should that circumstance arise, we would need to explore that option.. ○ B. Paradee explains we are trying to gather information on what's being accepted from a material standpoint and how is this effecting our suppliers. W.T. Rich is working hard to obtain that information and manage it to the best of our ability. Communication has been difficult. Currently, nothing specific has been delayed but there is that potential impact. C. Shefferman explains we still do not plan on using the money | Record |

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| | <p>for modulars. Nothing has cost us schedule yet but impacts to schedule will impact cost. W.T. Rich is documenting on daily logs which will be helpful if there are any delay claims. Soshy asks has there been any conversation about longer days in case there is a disruption later or would that be too costly? M. Burton responds this is a fluid issue we're dealing with and we're taking it minute by minute. Some materials may need to be substituted but another issue could be manpower. We are currently not aware of manpower issues, but we will do whatever we can to maintain that.</p> | |
| 54.4 | <p>Construction Update: B. Paradee provides the SBC with a construction update. The presentation begins with images from the construction site followed by a drone video.</p> <p>B. Paradee shares the trades are working counterclockwise around the building.</p> <ul style="list-style-type: none"> o AVB is about 90% complete and the mason following behind. o The electric company left in the middle of their work but will finish pulling their wire and continue with permanent power. o The gas pipeline is on site and needs to be connected to Lincoln St. o The 2nd floor rough-in is 100% complete. o Painting is being done before the ceiling contractor arrives o The mill worker will be on site at the end of the month. o The 1st floor will follow a similar sequence to the 2nd floor. o HVAC is working on the mechanical room. o The electrician is running low voltage wiring to prepare for permanent power when the elevator sub arrives. o Submittals are in good shape and have released all major long lead time items. o WTR is focusing on tracking down all materials and keeping the owner informed. <p>A.Cameron asks what if the workers first language is not English? B. Paradee responds documents have also been sent out in Spanish but we are also relying on the foreman to communicate the message.</p> | Record |
| 54.5.1 | <p>Invoices and Commitments for Approval: A motion was made by S. Creighton and seconded by G. Scharfe for the approval of DWMP Invoice No. 34 in the amount of \$54,038.00. Discussion: None. All in favor, motion passes.</p> | Record |
| 54.5.2 | <p>Invoices and Commitments for Approval: A motion was made by S. Creighton and seconded by G. Scharfe for the approval of JCJ Invoice No. 31 in the amount of \$48,199.17 Discussion: A.Urbas notes one of the amendment items for LGCI was listed under HazMat and thinks it should be under Geotech. D. McDonald responds she will coordinate with DWMP to make sure this is accurate. All in favor, motion passes.</p> | Record |

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| 54.5.3 | Invoices and Commitments for Approval: A motion was made by S. Creighton and seconded by G. Scharfe for the approval of WT Rich Requisition No. 9 in the amount of \$2,501,016.19. Discussion: None. All in favor, motion passes | Record |
| 54.6 | Budget Update: C. Shefferman shares the budget update with the SBC. C. Shefferman reminds the SBC this is on the FTP site and this is the typical spreadsheet that has been shown at every meeting. The updated contingency information is shown with the change order that was approved at the last meeting and what has come out of those contingencies to date. A. Cameron comments this is great. | Record |
| 54.7 | <p>FF&E Update/Approval:</p> <ul style="list-style-type: none"> ➤ Motion to approve the Phase I-FF&E bid package in the amount of \$451,537.19 as presented. <p>E. Czarnecki reminds the SBC at the last meeting in February, we shared our cost estimate and furniture options that were selected by the working group. Since then, we have gone out to bid and received the bids on March 20th. The bids were evaluated this weekend and we had a meeting yesterday to review the pricing. During the meeting yesterday we had some categories with low bid items that needed to be evaluated. We reviewed each item based on size, construction, etc. and the team determined which ones they would prefer to move forward with.</p> <ul style="list-style-type: none"> ○ Bid Results – E. Czarnecki states the original estimate was \$583K which was over budget. Equipment will be part of the bid next year such as custodial equipment, therapy, gym, kitchen smallwares, etc. but, this bid represents the furniture for the entire school. The bid results came in at \$451K. We received excellent/aggressive pricing and had 7 complete bids. ○ Substitution Review – The subcommittee decided the teacher desk substitution would be acceptable which saved \$7,700.00. With the working groups recommendation, we are still \$13,000.00 over budget but we feel confident by the end of the project, the funds will be found through owners’ contingency. <p>A motion was made by T. Viriden and seconded by J. Foster for the approval of the Phase I-FF&E bid package in the amount of \$451,537.19. Discussion: None. All in favor, motion passes</p> | Record |
| 54.8 | <p>Tech Update/Approval:</p> <ul style="list-style-type: none"> ➤ Motion to approval the Technology Procurement Package in the amount of \$447,695.49 as presented. <p>P. Beaudoin states S. Kwiatek has done a tremendous job with replicating a variety of tools we use.</p> <p>S. Kwiatek shares the pricing came in lower than expected.</p> <ul style="list-style-type: none"> ○ Software will be purchased for both Ipads and Chromebooks | Record |

- TVs will be placed in the entrance and conference rooms.
- Telephone System: The telephone system was upgraded over the last year and did not need to be replaced.
- Phones: New phones will be purchased to go on the wall in each classroom.

Discussion: A.Cameron and S Creighton ask how much of the existing technology will be brought over to the new building? P. Beaudoin mentions a few carts will carry over while other items will be redistributed throughout the district. S. Kwiatek shares there is a list of what will be brought over to the new school. J. Foster comments overall S. Kwiatek did a great job with pricing and coherence with the districts approach. J. Foster then asks if there are 2 devices (Ipads, Chromebooks) per student meaning there are over 600 devices for a little over 300 students between classrooms, carts and labs? S. Kwiatek responds classes will have their own carts but there will be additional Chromebooks and Ipads carts that will be shared. The library will have Ipads, Chromebooks and laptops used for teaching taking place in the library. There is more technology since the kids will be moving into new areas and there's a need. P. Beaudoin notes the mobile units are more likely to get damaged. Having stationary carts were recommended by the technology team. A. Urbas comments most of the Chromebooks and Ipads are 1:1 but there are some areas with dedicated carts such as the library and floating carts for other grades. J. Foster asks is there is any way to knock the number of devices down? Can grades 3-5 borrow a cart from K-2 when needed? P. Beaudoin explains the discussion was had that having the carts on the floor is important as we wouldn't want to pull a cart from a class during teaching and be disruptive, but we will take another look. Also, moving forward we plan to use the same program for devices in Essex. S. Kwiatek comments we have already cut the number down by 100 devices from where we originally started. There were multiple carts before. Every classroom may have less than 25 students but if an issue with a device occurs, the extras will make up for that. The extras will fill in for the devices in need of repair and don't want to have a student left out. P. Beaudoin mentions the devices would need to be purchased outside of the budget eventually. C. Shefferman explains our plan is to get approval tonight to move forward with procuring the equipment. A. Cameron asks to approve a not to exceed? S. Creighton suggests we approve the budget amount subject to review by the school committee. C. Shefferman reminds the SBC we are carrying \$1,200 per student. We are now only over by \$9,000.00 with everything presented in the package and there have been significant cuts already. S. Kwiatek explains we have a limited technology staff and we will need to reinvest over time if we cut now.

A motion was made by A. Oldeman and T. Virden for the approval of the Technology Procurement Package and a Not-to-Exceed amount of \$447695.49.

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| | <p>Discussion: J. Foster opposes and is not comfortable with a blanket approval without consideration of overall number of devices.</p> <p>A.Urbas comments we already knew the \$438K budget for both FF&E and Technology was going to be tight due to MSBA constraints. S. Kwiatek did a great job on price. We also saved \$25K by not using JCJs sub, GGD. S. Kwiatek has done all this work for us while most districts pay for that. Also, there will most likely be a cost savings once bid. S. Creighton comments she wants to make sure that if we do come in under budget, savings will not go toward more technology.</p> | |
| 54.9 | <p>Other Topics Not Reasonably Anticipated 48 hours prior to Meeting:</p> <ul style="list-style-type: none"> ○ P. Beaudoin asks if there is a need to meet before April 14th if something changes? C. Shefferman comments that is tentative. We will keep the 14th and can schedule an emergency meeting if necessary. | Record |
| 54.10 | Public Comments: None. | Record |
| 54.11 | <p>Next SBC Meeting:</p> <ul style="list-style-type: none"> ➤ 4/14/20 @ 7:00pm | Record |
| 54.12 | Adjourn: 6:21 A motion was made by G. Scharfe and seconded by T. Virden to adjourn the meeting, Discussion: None. Vote: Unanimous to approve. | Record |

Sincerely,

DORE + WHITTIER

Rachel Donner

Assistant Project Manager

Cc: Attendees, File

The above is my summation of our meeting. If you have any additions and/or corrections, please contact me for incorporation into these minutes.